

Coastal Development Permit

Submittal Requirements and Checklist



The Coastal Development Permit (CDP) procedure is established to implement the City's local coastal program as approved by the California Coastal Commission. Except as exempt pursuant to Section 19.87.040 of the Imperial Beach Municipal Code, a CDP is required for any project involving development or repair and maintenance activity in areas designated as within the City's coastal boundary (refer to attached map). The purpose of this form is to inform applicants of the basic submittal requirements in order to allow staff to accurately analyze and process a Coastal Development Permit (CDP) application. A CDP may be granted Administratively (staff review only), or may require a public hearing before the City Council for approval. A CDP application will not be considered for approval, either by staff or City Council, until all required information is submitted and deemed complete. The following is required to be submitted at the time of application.

1. ☐ Deposit in the amount of: ☐ \$1,500 for Coastal Permit requiring Administrative Approval
☐ \$2,000 for Coastal Permit requiring a Public Hearing
2. ☐ Completed Discretionary Permit Application
3. ☐ Completed Ownership Disclosure Form
4. ☐ Completed Application for any associated permit(s) (Site Plan Review, Tentative Map, etc.)
5. ☐ Completed Environmental Information Form
☐ For Oceanfront properties, submit a coastal engineering study for shoreline protection and a deposit in the amount of \$1,000
6. ☐ Completed Public Notice Package
7. ☐ Six (6) sets of plans, including a site plan, elevations, floor plans, and landscape plans when necessary, drawn to scale and fully dimensioned, indicating all information described on the Plan Requirements Checklist. All plans should be bound together and folded to 8.5"x11".
8. ☐ A reproducible reduction of all the above required plans including the site plan, elevations, and floor plans at 8.5"x11".
9. ☐ Other plans and information as required by the Community Development Director necessary to describe, explain, or illustrate the requested use.
10. ☐ Completed Form 7-B - City of Imperial Beach Storm Water Management Plan

Please remember to check-off list items at application submittal. A copy of this checklist form should be submitted with the application.